



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: April 12, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, April 26, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM III

Personnel Officer  
Region 4/District 6/Administrative Services  
Highways  
Springfield

Attachments  
40919

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, April 26, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Technical Manager III

**Salary Range:** \$4,670 - \$8,295

**Position Title:** Personnel Officer

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW413-23-56-102-00-01

**IPR#:** 40919

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#### Office/Central Bureau/District/Work Address:

Division of Highways / Region 4 / District 6 / Bureau of Administrative Services, Springfield, IL

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#### Description Of Duties:

This position coordinates the District's payroll function and benefits program. In addition, the incumbent provides support services to personnel and management in the areas of policy and procedure application, organization, staffing, salary administration, headcount monitoring, and other areas of employee services.

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#### Special Qualifications:

***The following criteria is required:***

- A valid driver's license
- Possible travel with overnight stays; and occasional overtime

***The following criteria is desired:***

- Knowledge, skill and mental development equivalent to completion of four years of college, preferably with major courses in business, economics, statistics, sociology, public finance and public administration
- Four years experience in public or business administration or equivalent combination of experience and training
- Payroll/group insurance experience
- Strong oral and written communication skills
- Ability to maintain harmonious relationships with employees, agency officials and the general public

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

# ILLINOIS DEPARTMENT OF TRANSPORTATION

## POSITION DESCRIPTION

<b>DATE:</b>	September 2015	<b>POSITION:</b>	Personnel Officer
<b>APPROVED BY:</b>	Roger Driskell	<b>OFFICE/DIVISION:</b>	District 6/Administrative Services
<b>CODE:</b>	PW413-23-56-102-00-01	<b>REPORTS TO:</b>	Personnel Manager

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### ***Position Purpose***

This position is accountable for the District's payroll function and benefits program. In addition, the incumbent provides support services to personnel and management in the areas of policy and procedure application, organization, staffing, salary administration, headcount monitoring, and other areas of employee services.

### ***Dimensions***

Subordinates:	2 Full-Time Permanent
Personnel in District:	400+ Full-Time Permanent & 200± Seasonal
Personnel Services:	\$25,000,000 per year
Geographical Area:	15 Counties
Employee Transactions:	800± per year
Labor Agreements"	3 - AFSCME, Downstate Teamsters & Pro-Tech Teamsters

### ***Nature and Scope***

This position reports to the Personnel Manager as does the Safety, Claims and Training Manager. Reporting to this position is the Human Resources Associate, Personnel Services Specialist and an Office Technical Trainee. Occasionally temporary or seasonal employees may report to this position.

The position functions in an environment which is complex and is legally and politically sensitive. Within this framework, the incumbent supports management in areas of personnel administration. In addition, this position provides support in such areas as payroll, benefits, attendance applications and policy and procedure application to a diverse group of professional, technical, negotiated rate and clerical employees. The incumbent must apply policies and procedures in a variety of areas where, depending upon the circumstance, an interpretation is not always absolute. This requires the incumbent to be well versed on all areas of personnel administration. Errors in judgment or misapplication of rules and policies have the potential for significant impact on both the employees and management.

Typical problems include solving all payroll discrepancies for six different payrolls, staying abreast of benefit changes, maintaining current policies and procedures, ensuring proper payroll transactions and accurate personnel records, and providing required information in a timely manner. The greatest challenge to the incumbent is to coordinate his/her activities within a changing environment so that consistent and accurate human resources administration can be achieved.

Functions personally performed by the incumbent include directing the overall payroll functions and benefits programs. This position serves as the Retirement and FMLA coordinator and is responsible for the coordination and administration of the Winter Temporary and Snowbird programs and the Summer and Fall technical programs. On occasion, s/he assists in the coordination of filling of vacancies by processing Internal Personnel Requests; processing Questions and Criteria and posting packets for each position. This position coordinates candidates for the District's high school office occupation trainee positions. This position processes all employee transactions, mat/pat paperwork and updates and maintains organizational charts and prepares position descriptions when necessary. S/he also monitors the employees Annual Performance Evaluation Program (EES), Time-In-Grade Promotional Increases, and Code/Highway Maintainer Increases. This position is also involved in employee orientation and recognition programs. The incumbent will prepare special reports as requested. Once given the approved headcount limits and work locations, will coordinate candidates for the Districts' Temporary Employment Programs which include the college co-ops and high school office occupation trainee positions.

The incumbent accomplishes accountabilities through the following staff:

Human Resources Associate – who is responsible for preparing and processing documents relating to the preparation of the District payrolls, attendance and labor reporting systems. Also, this position provides support in administering the insurance and retirement system programs.

Personnel Services Specialist – who is responsible for administering the benefits programs. This position also provides support in processing documents relating to the preparation of the District payrolls and attendance systems.

The incumbent has the latitude to apply policies and procedures and make decisions in a multitude of personnel areas for which s/he is responsible. Only problems involving actions that deviate from policy and established procedures or have potential impact beyond the Personnel Services Section are referred to the Personnel Manager with appropriate recommendations. The incumbent manages his/her activities in accordance with union contracts, the Department's Personnel Policies and Procedures Manual, and all relevant State and Federal laws.

The incumbent has internal contacts with all district employees, supervisors and agency managers for the purpose of providing information and services related to human resources/payroll matters. Externally, the incumbent has contacts with the Bureau of Personnel Management regarding payroll and human resource administration. This position also has contact with outside agencies such as the Department of Central Management Services and State Employees' Retirement System. This position may require occasional travel and overtime.

The incumbent can be evaluated on his/her ability to coordinate activities within a changing environment so that consistent and accurate personnel administration can be achieved in a timely manner.

### ***Principal Accountabilities***

1. Directs the overall payroll function and benefits programs and ensures proper maintenance of employee files.
2. Serves as District's Retirement and FMLA coordinator.
3. Processes all employee transactions and Maternity/Paternity paperwork.
4. Coordinates candidates for the District's temporary employment programs to augment the District's full-time permanent employees.
5. Maintains organizational charts, related job descriptions and performance evaluations for all District employees.
6. Prepares reports and special projects in compliance with administrative directives.
7. Supervises the computerized attendance system and monitors attendance and recommends appropriate action.
8. Trains, motivates, and evaluates staff.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.